

February 17th and 24th

PERSONNEL ADMINISTRATION AND TRAINING
—The function and scope of personnel administration and its contribution to cost control. Training as a competitive business tool.

LECTURER: Clare Fraser,
Plant Supervisor, Placement & Safety,
The Bell Telephone Company of Canada.

March 3rd and 10th

REPORTS AND STATEMENTS—How to produce required information without the unnecessary. Use of budgets to control office costs.

LECTURERS: B. A. C. Hills, M.B.E., B.Sc., President,
and
P. H. Irwin, C.A., Consultant,
Urwick, Currie Limited.

TIME: Tuesdays, 7:30 to 9:30 p.m., beginning January 6th

PLACE: Room 2034, Wallberg Building

FEE: \$15.00

Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms and course literature may be obtained by writing

THE DIRECTOR,
University Extension,
65 St. George Street,

or by telephoning WA. 3-6611, Locals 301, 304, 526, 527.

In order to accommodate students and enable them to enrol during the evening, registration will be taken—
Tuesday September 16th

Thursday September 18th
Monday September 22nd
Wednesday September 24th
Wednesday October 1st

in the evenings from 7:30 to 9:00, in the Wallberg Building, corner St. George and College Streets.



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1958-59

Course in

OFFICE MANAGEMENT

- *Introductory*
- *Senior*

INTRODUCTORY COURSE

in

OFFICE MANAGEMENT

FALL TERM

10 LECTURES

This course, offered in co-operation with the National Office Management Association, Toronto Chapter, is aimed primarily to train junior supervisors and persons who are preparing themselves to assume a position of Office Management. Accordingly the content covered during the ten evenings will be of a basic nature and ample time will be allotted for discussion.

The course was well received last year when it was initially offered and is being repeated to meet demand. Enrolment is limited to 60, and applications will be accepted according to the date they are received at University Extension.

Among topics to be considered are:

- Functions of the Office Manager—his duties and responsibilities
- Office organization
- Human relations in the office

LECTURERS: E. E. Charters,
Manager of Disbursement Accounting,
Hydro-Electric Power Commission of
Ontario

C. E. Hodgson, B.Com.,
Manager General Accounting,
Hydro-Electric Power Commission of
Ontario

TIME: Tuesdays, 7:30 to 9:30 p.m., beginning October 7th.

PLACE: Room 2034, Wallberg Building

FEE: \$15.00

SENIOR COURSE

in

OFFICE MANAGEMENT

SPRING TERM

10 LECTURES

This course, offered in co-operation with the National Office Management Association, Toronto Chapter, will have as its central theme "Control of Office Costs."

The course is designed for Office Managers, or for persons who carry out most of the functions of this position.

Enrolment will be limited to 60, and applications will be accepted according to the date they are received at University Extension.

LECTURE TOPICS

January 6th

OFFICE MANAGEMENT—The place and scope of the office manager in the management team.
LECTURER: Oakah L. Jones,
Vice-President and General Manager,
Consumers' Gas Company.

January 13th

SUCCESSFUL AND ECONOMIC COMMUNICATIONS—How to communicate in the office at minimum cost.
LECTURER: J. R. Lister,
General Manager,
Thomas A. Edison of Canada Limited.

January 20th and 27th

MECHANIZED ACCOUNTING—The effective use of office equipment for controlling costs.
LECTURER: C. H. Cowperthwaite, C.A.,
Partner, Management Controls Department,
Peat, Marwick, Mitchell & Co.

February 3rd and 10th

WORK SIMPLIFICATION WITHOUT MECHANIZATION—Methods of reducing office costs without expensive equipment.
LECTURER: R. H. Crandall, C.A.,
Consultant,
J. D. Woods & Cordon Limited.